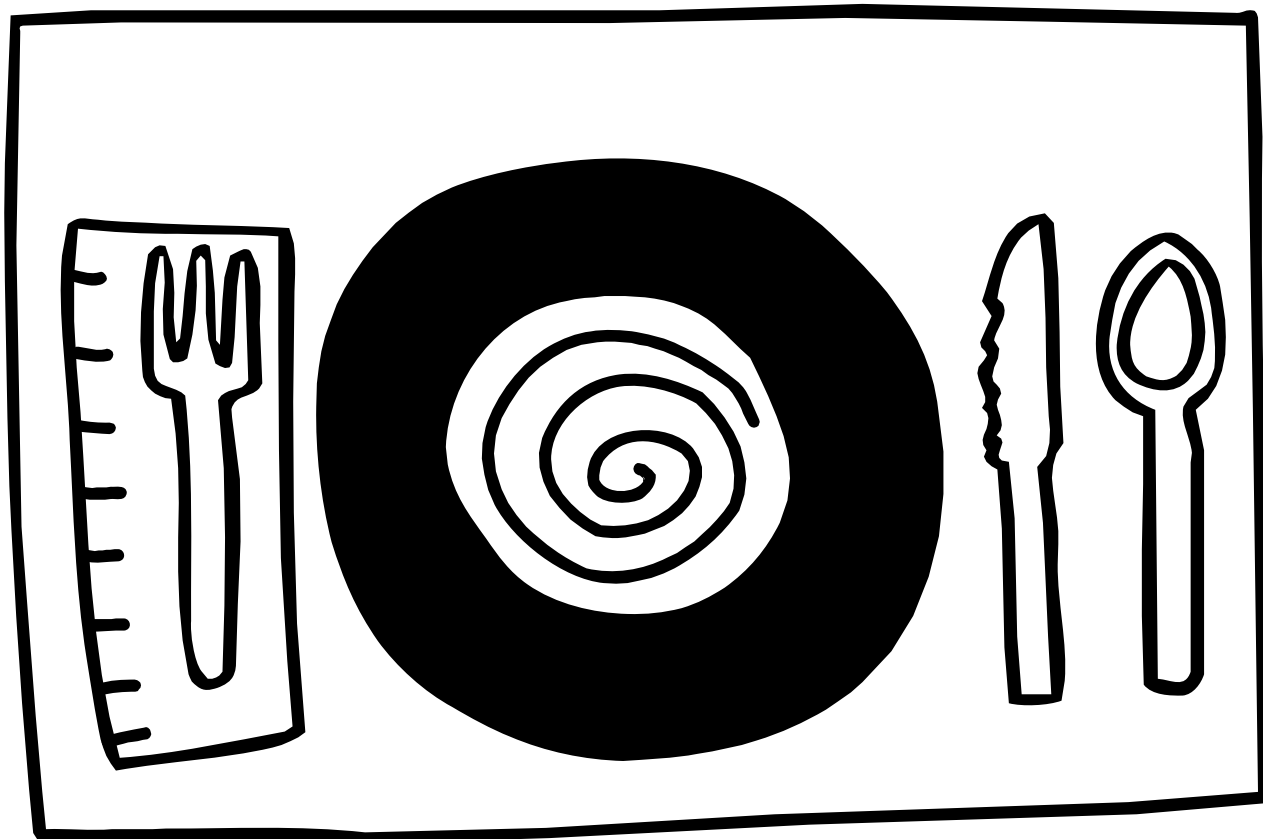


# CHILD AND ADULT CARE FOOD PROGRAM



## ADULT DAY CARE CENTER COMPLIANCE MANUAL

## Section 1.1: General Information

Good nutrition is an essential component necessary for the maintenance of health for participants in adult day care. Those responsible for feeding participants in adult day care centers have a great and important responsibility:

- To serve wholesome and attractive meals that meet participant's nutritional needs; and
- To make meal time a pleasant and sociable experience.

Sharing in this responsibility is the staff of the Child and Adult Care Food Program (CACFP). The CACFP is a U.S. Department of Agriculture (USDA) program that is administered by the Arizona Department of Education (ADE). The primary goal of the CACFP is to improve and maintain the health and nutritional status of children and adults in care while promoting the development of good eating habits. Programs participating in the CACFP must serve meals to *all* enrolled participants.

Together, the ADE and adult day care providers can maintain a commitment of a high quality of care. This procedure manual is designed to give providers instructions on how to operate the CACFP and serve wholesome and attractive meals that meet the nutritional needs of the participants in their care.

This compliance and procedure manual is designed to provide sponsors with instructions on how to administer the CACFP and to help ensure wholesome, nutritious meals are served to participants in adult care centers. The contents of this manual are based on Federal Regulation 7 CFR 226 and other instructions and policies set forth by the United State Department of Agriculture and the Arizona Department of Education

This manual is intended to provide guidance for the administration of the Child and Adult Care Food Program. This manual is also intended to be used in conjunction with other CACFP manuals and resources such as, *CACFP Eligibility Guidance Manual for Center-based Programs*, *CACFP Management Handbook*, and the *CACFP Creditable Foods and Buying Guide*.

## Section 1.2: Glossary

**Adult Care Center** - any public or private non-profit organization or any for-profit Title XIX or Title XX center which is licensed or approved by federal, state, or local authorities to provide nonresidential adult care services to functionally impaired adults or persons 60 years of age or older in a group setting outside their home on a less than 24 hour basis and provides for such care and services directly or under arrangements made by the agency or organization whereby the agency or organization maintains professional management responsibility for all such services. Such centers shall provide a structured, comprehensive program that delivers a variety of health, social and related support services to enrolled adult participants through an individual plan of care.

**Adult Participant** – A person enrolled in an adult day care center who is functionally impaired or is 60 years of age or older.

**Advance Payments** - Financial assistance made available to an organization for its estimated average Program costs.

**Arizona Department of Education (ADE)** - The State Agency designated by legislative authority of the State of Arizona and has been approved by the U. S. Department of Agriculture to administer the CACFP.

**Child and Adult Care Food Program (CACFP)** - A program that provides Federal funds to non-residential child and adult day care facilities, emergency shelters and certain after school care programs to serve nutritious meals and snacks.

**Child Nutrition Programs (CNP)** - Federally funded programs administered through the U.S. Department of Agriculture. These programs include the CACFP, National School Lunch Program, School Breakfast Program, Summer Food Program, Special Milk Program, and Food Distribution Program.

**Claiming Percentage** – A method for computing reimbursement. Using this method, daily meal counts do not have to be maintained separately for each income category (Free, Reduced, and Paid). Instead, each month the total number of participants eligible for each category is divided by total enrollment to determine a claiming percentage for that category. The percentage for each category is then multiplied by the total number of each meal served for that month to establish the number of Free, Reduced, and Paid meals to be reimbursed.

**Creditable Foods** - Foods that meet regulations governing the CACFP in terms of nutrient content, meal pattern requirements, standards of identity, and other foods that may be counted toward meeting the requirements for a reimbursable meal.

**Current** – Period within the past twelve months prior to the submission of an application to participate in the CACFP.

**Current Income** - Income received by the entire household during the month prior to completing an income application.

**Cycle Menus** - Set(s) of menus planned and rotated for at least a minimum of a four-week interval.

**Department of Health Services (DHS)** - The State agency designated by legislative authority of the State of Arizona to issue a license upon inspection and approval of an adult care facility and its operations.

**Economic Unit** - A group of related or unrelated individuals sharing housing and/or all significant income and expenses.

**Enrolled Participant** - A participant whose parent or guardian has submitted a signed document to an adult care center which indicates that the participant is enrolled for adult care.

**Fiscal Year** - A federal period of 12 calendar months beginning October 1 of any year and ending with September 30 of the following year.

**Food and Nutrition Services (FNS)** - The division of the U.S. Department of Agriculture that administers the CNP at the federal level.

**Food and Nutrition Services Regional Office (FNSRO)** - One of the seven U.S. Department of Agriculture regional offices that administers the CNP. Arizona is under the Western Region Office (WRO).

**Food Service Agreement** - A signed agreement between an adult care institution and the State Agency for the purpose of operating the CACFP in compliance with the regulations governing the Child Nutrition Programs.

**Food Service Vendor/Provider** - A company or a public or private school with which a sponsor may contract for preparing and/or delivering meals for use in the CACFP.

**Functionally impaired adult** - chronically impaired disabled persons 18 years of age or older, including victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, who are physically or mentally impaired to the extent that their capability for independence and their ability to carry out activities of daily living is markedly limited. Activities of daily living include, but are not limited to, adaptive activities such as cleaning, shopping, cooking, taking public transportation, maintaining a residence, caring appropriately for one's grooming or hygiene, using telephones and directories, or using a post office. Marked limitation refers to the severity of impairment, and not the number of limited activities, and occur when the degree of limitation is such as to seriously interfere with the ability to function independently.

**Household (Family)** - A group of related or unrelated individuals, who are not residents of an institution or boarding house, but who are living as one economic unit as defined under the definition of "economic unit".

**Income Affidavit** – A form completed by each household for a participant enrolled in an adult care center to determine eligibility for participation in the CACFP.

**Income Guidelines** - Family size and income standards prescribed annually by the United States Department of Agriculture based on the federal poverty guidelines of income at or below 130% for Free, income above 130% but, at or below 185% for Reduced, and income above 185% for Paid.

**Income to the program** - Any funds used in an institution's food service, including, but not limited to: all monies received from Federal, State, intermediate or local government sources; payment for participant's meals and food service fees; income from any food sales to adults; and other income, including grants or cash donations from individuals or organizations.

**Independent Center** - A center which enters into an agreement with the State Agency to assume final administrative and financial responsibility for the CACFP operations.

**Institution** - A sponsoring organization, child care center, preschool, outside-school-hours care center or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for the CACFP operations.

**Internal Revenue Service (IRS)** - The Federal agency that grants non-profit, tax-exempt status to sponsoring organizations.

**Meals** - Food which is served to enrolled participants in adult care centers for breakfast, lunch, supper and snacks which meets the nutritional requirements as established by the CACFP and claimed for reimbursement.

**Medicaid Participant** - an adult participant who receives assistance under Title XIX of the Social Security Act, the Grant to States for Medical Assistance Programs - Medicaid.

**Milk** - Pasteurized fluid types of unflavored or flavored milk, low-fat milk, skim milk, or cultured buttermilk which meet State and local standards for such milk. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration and be consistent with State and local standards for such milk.

**Non-pricing Program** – A meal service program in which there is no separate identifiable charge made for meals served to enrolled participants.

**Nonprofit Food Service** - All food service operations conducted by the institution wherein all CACFP reimbursement funds are used solely for the operation or improvement of such food service.

**Nonresidential** - Enrolled participants are not maintained in care for more than 24 hours on a regular basis.

**Operating Costs** - Allowable expenses incurred by an institution in serving meals to participants enrolled in the CACFP.

**Pricing Program** – A meal service program in which a separate identifiable charge is made for meals served to enrolled participants.

**Program** - The CACFP authorized by Section 17 of the National School Lunch Act.

**Program Year** - A federal year as defined under the definition of "fiscal year".

**Proprietary Title XIX center** - any private, for-profit center providing nonresidential adult day care services for which it receives compensation from amounts granted to the states under Title XIX of the Social Security Act and in which Title XIX beneficiaries were not less than 25 percent of enrolled eligible participants in the calendar month preceding initial application or annual reapplication for Program participation.

**Proprietary Title XX Center** - Any private, for-profit center: (a) providing nonresidential day care services for which it receives compensation from Title XX of the Social Security Act, and (b) in which no less than 25 percent of the enrolled participants or the license capacity are Title XX beneficiaries during the calendar month preceding initial application or annual renewal application for Program participation, or during any month for which reimbursement is claimed.

**Reimbursement** - Federal financial assistance paid to institutions for creditable meals or snacks served to enrolled participants.

**Sponsor** - a sponsoring organization or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

**Sponsoring Organization (SO)** - A public or nonprofit private organization which is entirely responsible for the administration of the food program in: (a) one or more day care homes; (b) a child care center, outside-school-hours care center, or adult day care center which is a legally distinct entity from the sponsoring organization; (c) two or more child care centers, outside-school-hours centers, or adult day care centers; or (d) any combination of child care centers, day care homes, outside-school-hours care centers and adult day care centers. The term "sponsoring organization" also includes a for-profit organization which is entirely responsible for administration of the Program in any combination of two or more care centers and outside-school-hours care centers which are part of the same legal entity as the sponsoring organization, and which are for-profit Title XX centers.

**SSI participant** - an adult participant who receives assistance under Title XVI of the Social Security Act, the Supplemental Security Income (SSI) for the Aged, Blind and Disabled Program.

**State Agency (SA)** - The agency designated by the legislative authority of the U.S. Department of Agriculture to administer the CACFP.

**U.S. Department of Agriculture (USDA)** - The Federal agency responsible for the administration of the Child Nutrition Programs.

### **Section 1.3: Administration**

At the national level, the U.S. Department of Agriculture (USDA), Food and Nutrition Services (FNS) administers the CACFP. The national office develops regulations, publications, and forms, and establishes the policies necessary to carry out the Program. The national office is also responsible for oversight of the Program and providing guidance to ensure delivery of Program benefits to eligible participants.

The Arizona Department of Education is the State Agency that administers the CACFP in Arizona. The office is located at:

**Arizona Department of Education  
Division of Student Services/Child Nutrition Programs  
2005 North Central Avenue  
3<sup>rd</sup> Floor  
Phoenix, AZ  
TEL: (602) 542-8700  
FAX: (602) 542-3818**

The mailing address is:

**Arizona Department of Education  
Child Nutrition Programs, Bin 7  
1535 West Jefferson Street  
Phoenix, AZ 85007**

Information is also available on our website:

[www.ade.az.gov/health-safety/cnp/cacfp](http://www.ade.az.gov/health-safety/cnp/cacfp)

Units that support CNP functions at the Arizona Department of Education are:

#### **BUSINESS AND FINANCIAL SERVICE**

**Accounting Unit  
(602) 542-4277**

**Financial/Claims Unit  
(602) 542-8714**

### **Section 1.4: Administrative Assistance**

The following assistance can be expected with participation in the CACFP:

- Training on Program compliance and requirements, application procedures, food program administration procedures and nutrition education;
- Monitoring of adult care centers to ensure that the food program is administered in accordance with Program regulations and requirements;
- Technical assistance and consultation;
- Information on audit and administrative review requirements;
- Timely application processing;
- Reimbursement for eligible meals;
- Forms, publications and guidelines to assist with Program operations;
- Procedures for adult care centers to appeal decisions affecting participation or reimbursement;
- Procedures to ensure that adult care centers do not discriminate on the basis of national origin, race, color, gender, age, disability. (Not all prohibited bases apply to all programs.)
- Distribution of CACFP guidance and resource materials.



## Section 2.1: Eligible Participants

**Adult day care centers** must meet the following criteria to be eligible to participate in the CACFP:

- Serve functionally impaired adults and/or adults age 60 and over.
- Provide a structured comprehensive program. A structured comprehensive program provides a regular daily schedule of group and individual activities. Activities should include health, social, and related support services and should vary to accommodate the needs of the participants and their Individual Service Plans of care (ISP)
- Develop and maintain an ISP for every functionally impaired participant. The plan of care is designed to maintain the participant at his or her current level or restore the participant to a level of self-care. The plan must be written and should contain at minimum:

Shelters, vocational or substance abuse rehabilitation centers, and social centers do not qualify as adult day care centers for the purposes of CACFP participation.

## Section 2.2: Non-profit Centers

**Public or private non-profit centers** must meet the following criteria to be eligible to participate in the CACFP:

- Provide non-residential adult care.
- Have tax-exempt status under the IRS Code Section 501(c) 3.\*
- Be licensed by DHS

**Adult Care Centers on Indian Reservations** are eligible for CACFP participation. A center on the reservation must submit the environmental health survey report or sanitation permit issued by Indian Health Services in place of DHS licensing.

\* The sponsor may participate without tax-exempt status if the sponsor is part of a military operation or is operating another Federal program which is operating that requires tax-exempt status; or the sponsor is organized for a religious purpose.

## Section 2.3: Proprietary Centers

**Proprietary or for-profit centers** must meet the following criteria to be eligible to participate in the CACFP:

- Provide non-residential adult care.
- Be licensed by DHS or
- Receive compensation under Title XIX and/or Title XX of the Social Security Act for at least 25% of the total enrollment or license capacity (whichever is less).

For each month of the contract period, the sponsor must determine the percentage of enrolled participants which are Title XIX and/or Title XX beneficiaries. If less than 25 percent of the enrolled participants are Title XIX and/or Title XX beneficiaries, the sponsor cannot claim meals for that month. For the purposes of the Child and Adult Care Food Program, enrollment includes any participant who was enrolled, is eligible for CACFP benefits, and attended at least one day during the month. A participant is considered to be a Title XIX and/or Title XX beneficiary if he/she was a recipient of the particular funding source for at least one day in the claim month.

\* A center receiving both Title XIX and Title XX funds may establish eligibility based on both sources.

## 2.4 Title III Funding

CACFP reimbursement cannot duplicate reimbursement under Part C of Title III of the Older American's Act for the same meal served. A single meal cannot be supported by funds from both the CACFP and Title III. This prohibition includes the commodity benefit currently available under Title III.

An adult day care receiving funds from both Title III and CACFP must implement a financial management system that can show that Title III funds are not being used to support CACFP meals.